

To: Torres, Michael[torres.michael@epa.gov]; Lance, Ryan[Lance.Ryan@epa.gov]
Cc: Restivo, Angela[Restivo.Angela@epa.gov]
From: Ngo, Kim
Sent: Wed 8/12/2015 1:40:50 PM
Subject: FW: Chris possible travel to Farmington NM

Mike and Ryan,

Here is an example email I have sent following making contact with someone who has been deployed. In this case it is Chris Lister, we are deploying him for Sediment Sampling. (We left the date 8/17 out of the email and let him put that on his TA) *Italicized duties below will vary depending on what the person will be assigned to do, I listed all of the duties for you as FYI.*

Please let us know if there is any more information you need. Thank you for your help to facilitate the mob/demob process.

Hi Chris,

Thank you for your response and being available to help with the mine spill.

The site ID for you to put into your TA as well as People Plus:

The Gold King Mine site ID is: A6LS

Please prepare your TA as if you were traveling for regular work and use your gov't card. In the front of the TA, please make note of this site ID. In the accounting, the site ID will be selected.

Cynthia Brown (214-665-9705) is available to answer questions you might have on travel and PeoplePlus.

Hotel Info

Marriott Courtyard Farmington

560 Scott Ave, Farmington, NM 87401

505-325-5111

Where to check in:

Building rented out by Weston on corner of Buena Vista/Apache

605 East Apache Street

Farmington, M 87402

(next to tire repair shop)

Please make contact with one of the OSCs:

Jon Rinehart: 214-789-1713

Mark Hayes: 214-232-7134

Please contact REOC for duties changes: 214-665-9719

Angela Restivo

Kim Ngo

Duty: *(1 of these will be assigned)*

Sediment Sampling Oversight (subject to change based on your deployment date)

Private Well Sampling Oversight

Agriculture Uses

SW Pretreatment, SW Connections

Thank you!